

CAREER NEWSFLASH



MMEA-64

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Second Anniversary Issue

EDITORIAL



This issue of the Career Newsflash is our 2nd anniversary issue and we are delighted at the response from all Marines. The focus of our newsletter has always been to share with Marines all that is important, new, or upcoming in an easy to read format with pertinent illustrations. This is your newsletter and we welcome your comments and suggestions. We have received several ideas for articles and have incorporated them into upcoming issues.

Counselors travel extensively. We teach the SNCO Academies in CONUS in person and teach the PME courses OCONUS by Video Tele-Conferencing (VTC). As we go about traveling to the SNCO Academies and command visits, we routinely come across Marines, Enlisted and Officer, who have never seen an issue of the Career Newsflash. This needs to change. The newsletter is made by Marines for Marines, and is all about taking care of our own. We ask for your support in maximizing the distribution of the Career Newsflash to all.

Our website has taken on an innovative look, and we have added a few new pages which will enable you to see selection board

dates as well as the fitness report submission schedule with other related information and links, all on one page. We also updated our schedule page to show all command visits and counselor trips through September 2004. This should enable local planning to maximize the mission. Marines need to have their OMPF and MBS with them when they see us on our trips as we do not carry records or have access to them while on the road. With the ability to order their records online from MMSB's website and a quick turn-around time, this should be quite easy. Marines should always have current (within a year) records available. Your record is your professional resume; it represents you completely when decisions are made in regards to your career. We have also updated our handout and this is available for easy download in different file formats from our website for local reproduction.

Kindly pass the word to your Marines that they can request a Career Counseling online, but it is the Marines responsibility to call us back the next workday for their appointment. This is an area that we need to work together on as we average successful completion of just over 50% of all appointments requested over the Internet. Marines need to call back after making their appointments. The reason we do not call them is it

consumes a lot of time playing phone-tag as we all keep busy schedules. Asking Marines to call us back for their appointment allows us to keep our phone lines open for incoming calls. We have four phone lines that are tied into our primary DSN 278.9241 and Toll Free 800.833.2320 phone line. These are the best numbers to use. The best time to call is right in the beginning of your workday as we can use the time zones to our average. We still get a preponderance of calls right from 1000-1400 EST - this is the most congested calling time.

We do not counsel by email - it requires interaction and is best done by phone or in person. We will answer a yes or no question by email or policy related issues by email but it is not the best medium for counseling. We have over 62,500 Career Marines and with just five Career Counselors, it is not easy to keep track of email correspondence. Over 74% of all our counseling calls come from Marines one to two years before a selection board. This is largely because of our outreach in the SNCO Academies, where we are constantly engaged with Marines who are excited about being proactive and increasing their competitiveness.

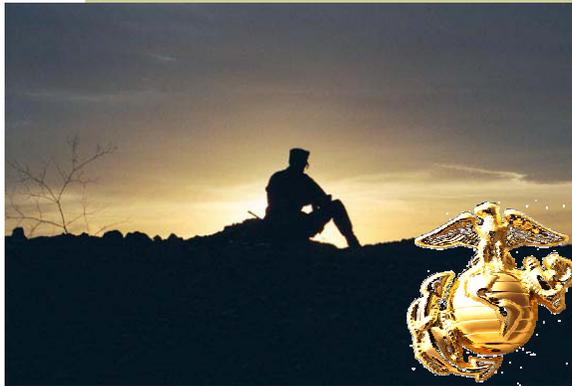
We have also broken ground with a brand new, exciting brief called the Career Brief 301. This dynamic brief is for the target audience of Master Sergeant through Sergeant Major - Officers are also welcome. The focus of this brief is SNCO Career Progression and in this two hour brief, we bring to the table a very unique perspective of what has worked in the past, what seems to be working well now in terms of career design, and what type of design and diversity makes Marines stand out over their peers. The bottom line with SNCO Promotions is overall competitiveness. This brief does not cover how competitiveness in performance is discerned by selection boards - that is covered in the Career Brief 501. This brief covers designs and career paths that could enhance competitive performance and kick it up another notch. We

launched this brief at the recently held 1stSgts Course on Quantico, and it was very well received. We will offer the Career Brief 301 on our road trips to the target audience. We are rigid regarding our target audience, as this brief is part of our 'train the trainer' focus. The idea is to empower the Senior Enlisted Leadership by sharing with them career paths that have worked very well for Marines in taking them to their preference of 1stSgt or MSgt and then beyond.

Commands may contact us to schedule an independent visit to their unit. Once contacted, we will put together a custom package of briefs and periods of individual counseling for the Marines. The requesting command must fund requested trips. On MMEA Road Trips, we provide the Career Brief 101 for Sgt through GySgt, the Career Brief 301 for Master Sergeant through Sergeant Major and the Career Brief 501 for all Reporting Seniors, Reviewing Officers and Master Sergeants through Sergeant Major. The content in our briefs is progressive - a block-building process in our effort to live up to the motto of *Educate, Mentor and Empower*. We do not give out our briefs to

anyone, as they are designed for Career Counselors only. We do however have a lot of material available for download from our website that the leadership can use to put together their own briefs and PMEs.

We will be losing MSgt Gail Horn towards the end of July. She has finished a superb tour with us after three years, and will return to her MOS in Avionics with HMM 263 at MCAS New River. This is great news for Marines stationed there, as we will field back to the FMF not only a superb MSgt in Avionics but a former Career Counselor who possesses tremendous insight into all matters of SNCO Careers. We are proud to have had her on our team and thank her for her dedicated service. Bravo Zulu!



MSgt Coon will take over as the Head, Enlisted Career Counseling Unit on 7 July 2003 from MSgt Lund who will retire shortly.

We are happy to welcome a new member to our team, GySgt Gregory Perkins. He comes to us having just served as the Company Gunnery Sergeant for Material Readiness Company, 3rd Materiel Readiness Battalion, 3rd FSSG. A 3051 by MOS, he has a very distinguished performance track. His addition to our team will add to our experience base and allow us to perform our mission as Marines taking care of Marines in the one thing that matters most - their careers.

MSgt Steven Coon will take over as the Head, Enlisted Career Counseling Unit on 7 July 2003 from MSgt Anil Lund who will retire shortly. He joins the team of Counselors from MCAS Miramar, a 5959 by MOS.



Semper Fidelis

Enlisted Career Counselors, HQMC

A personal note by MSgt Lund. *"Will take this opportunity to thank you for your support in the time I have been allowed to serve as both an Enlisted Career Counselor and the Head of the Enlisted Career Counseling Unit. For the past few*

years, it has been a tremendous honor to serve in this capacity and I very much appreciate the special trust and confidence that each Marine has allowed. When we counsel Marines, we bring our experience, insight and resources to the forefront in order to benefit the Marines being counseled. This is serious business as in the time span of the process, the Marines allow us to navigate and take point. The privilege is not taken lightly, and the trust of each Marine counseled is very much appreciated. Counseling is a highly focused function and the time here has been the highlight of my career. My last day in uniform will be 8 August 2003; the time to retire is well at hand. Thank you again for all that you have allowed and enabled; would never have crossed the ground without your partnership in our mission. Please continue to encourage your Marines to stay connected with the Career Counselors and use the knowledge and experience of this dedicated team for the benefit of all. Wishing you all the best in your careers and in all that you do. Good Luck and Semper Fidelis, Marines. May God bless you always."

FY 2003 GYSGT BOARD ROLLUP

The FY 2003 GySgt Selection Board has just adjourned and it is important to note that though we have shown some positive improvements in the overall PME completion rates, the leadership still needs to keep a keen eye on the promotion photo submission. This year, there were 1770 selections to GySgt with a breakdown as follows.

- ▶ **Above Zone** 495 selected out of 2318 considered (AZ Selection Rate was 21.35%)
- ▶ **In Zone** 1269 selected out of 2404 considered (IZ Selection Rate was 52.8%)
- ▶ **Below Zone** 6 selected out of 2001 considered (BZ Selection Rate was 0.2998%)

Remember, in the eyes of the selection board, the In Zone and Above Zone are one big zone from which they can select freely. Marines eligible to be considered in both zones have the same opportunity for selection. The Below Zone has a cap on selection. The selection board may select no more than 1 Marine or up to 5% of the

years in that respective MOS.

Even though the In Zone selection rate was a little lower than last year, the quality of the most junior Marines selected In Zone was solid. We analyze the records of the most senior and junior Marines selected to get an understanding of the cut for the year. Marines not selected in previous years for some reason or another who have since boosted their competitiveness, did well this year. The Date of Rank (DOR) of the senior Marine selected was 910901; he was selected from the Above Zone. The DOR of the junior Marine selected was 010102; he was a Below Zone selection.

Right before a selection board adjourns, Career Counselors debrief the entire board. This means we are provided the opportunity to pose some questions to the members of the selection board that help us understand common trends and issues that were most significant during that particular board. We cannot ask them specifics about why a Marine was selected or not, but we

can and do ask what they felt were the areas they felt were most important while considering the entire record of Marines. Some areas to note are explained below.

The successful completion of Special Duty Assignments was a real plus. What impressed the board members most was strong performance before, during, and after a special duty assignment. This seamless superior performance continues to be an impressive factor and seemed to make Marines stand out ahead of their peers for consideration from the Below Zone, also.

The In Zone photo submission rate was 73.37% (1764 out of 2404 considered) and the Above Zone photo submission

rate was 74.46% (1726 out of 2318 considered). The selection rate based on Marines selected from the In Zone and Above Zone was 97.9%. This should show how important it is to submit a promotion picture. What is interesting to note is that our Marines deployed in support of the War in Iraq took the trouble to submit their photographs, and special provisions were made to accommodate them to include consideration of photographs outside the regularly prescribed uniform.

As we counsel Marines, it is evident that the many Marines not submitting their photographs were serving in/on stateside assignments and were not deployed. Leadership needs to play a more active role in this process and ensure oversight, as it is actually a matter of discipline being governed by an order that requires Marines to submit a photograph. Your photograph serves as the gateway to your record. With the digital photographs having a shelf life of 12 months, there is no reason for not submitting one.

If the selection board member writing the brief or preparing the case file finds pertinent material missing in the Marines record, a

discrepancy notice can result and the recorders will then attempt to contact the Marine being considered to resolve the issue. In the meantime, other case files continue to be prepared for the briefing process. If the discrepancies are resolved, the case files set aside because of discrepancy notices, come back into the working mix, and in their place with the other case files. The case files still having discrepancies, will continue to await the correction of discrepancy. If the discrepancy cannot be resolved through the course of the board, the case will be briefed with the discrepancy, and the board members will be forced to vote on the Marine's "as-is". Having incomplete records or missing data does not work in your favor at all and is not grounds for remedial consideration. Your official records are your professional resume, their maintenance and upkeep is your responsibility.



Your official records are your professional resume, their maintenance and upkeep is your responsibility.

The Career Counselor website has very useful checklists that can be easily downloaded for the audit of your records. Today, most of your record components can be verified electronically, much easier than in days gone by when access was not quite as easy. Selection

Board members have routinely told us that it says a lot about a Marine who has taken the trouble to verify and present a neat and complete record. How do you wish the board members to see you?



By MSgt Lund

Head, Enlisted Career Counseling Unit

AWARDS UPDATE

As the war on terrorism marches on and Marines return from "Iraqi Freedom", something that is near and dear to everyone's heart is the award that he or she might rate. When it comes to a Marine's record, awards help to tell the entire story. They show a history the Marine was a performer then and still a performer now. Even though awards are important, the task of looking up awards could seem almost overwhelming, scanning through message traffic and checking for dates-and that is just for unit awards. For those that receive personal awards that task could be even worse.

Sometimes when a Marine PCSs to a new command, the losing command submits a personal award on the Marine's behalf. However, after the Marine checks in to the new command the award never comes. This does not mean that the award was never processed; it could have just been lost in the mail. The Marine then checks MCTFS/3270 and the award has posted, but he or she does not have a copy. This is just one example, but it is a common one.

The individual Marine is responsible for the maintenance of their record, and possibly the most overlooked part is the Commendatory/Derogatory folder (C-Folder) of the Official Military Personnel File (OMPF). People often think that just because it shows in 3270, all is well. This is not the case; to be complete the award needs to be scanned into their OMPF. If a board member sees that a Marine received a NAM and wants to read the citation, unless it is in the OMPF they cannot read it. When a Selection Board is in progress MMMA receives numerous phone calls requesting copies of a Marine's award or to verify that a Marine even rates that award. Board members want to see the awards, and what is in MCTFS should match the OMPF. Also, missing awards is not grounds for a remedial consideration.

In the world of technology, (MMMA) has developed a way of allowing a person to check,

track and possibly obtain a copy of an award. A Marine can register on MMMA's website (just like MOL) and review several things: unit awards, personal awards, award status, and also archived awards as far back as 1998. Anyone may register on the website. It takes about 30 minutes to gain access.

With the Internet allowing us to check and verify awards, it also provides a means of submitting an award recommendation. When an officer feels that an award is deserved, the originator logs on and submits the recommendation and forwards it up the chain. If

for some reason the award stops at any level of the chain for more than ten days, an email is then sent to the originator reminding them about the award and requesting disposition. If there is still no action then the award is deleted. This keeps the system from becoming clogged up with millions of awards that have been forgotten about. This system allows for the Marine to track his or her award recommendation.

The Humanitarian Service Metal (HS) and the Combat Action Ribbon (CA) are a couple of awards that Marines are going to be very interested in. If you feel that you rate a HS or CA, check MMMA's website. The webpage has a link that allows a person to search for the names of those that rate the medal. If your name is not on the list and it should be, then follow the instructions provided and submit for the medal. MarAdmin 547/00 sets the guidelines for the CA.

A couple of awards that should be coming out since the terrible incident of Sept 11, 2001, are the Global War on Terrorism Expeditionary Medal and the Global War on Terrorism Service Medal. There is going to be more information to follow on these.

As Marines begin returning from combat



GLOBAL
WAR ON
TERRORISM
AWARD

and start to settle back into their lives, they are starting to re-focus on their careers. Records need to be reviewed for accuracy and updated where necessary.

One thing that Marines care about is promotions. But one thing is for sure, Selection Boards want to see an accurate record and

accuracy of those records includes the awards. Remember, awards help to tell the entire story.



By GySgt Payne
Enlisted Career Counselor, HQMC

REFUSING ORDERS

The Commandant of the Marine Corps delegates the assignment authority to Manpower Management of Enlisted/Officer Assignments (MMEA/MMOA). At MMEA/MMOA Branch, a monitor is responsible for staffing commands with Marines of the required PMOS and grade. These monitors will do their best to constantly observe up to date staffing information of commands. As Marines get promoted, execute Permanent Change of Station orders (PCSO), Permanent Change of Assignment Orders (PCAO), and reach End of Active Service (EAS) or retire, they create a vacancy in the staffing status of a particular command. Orders are generated for the transfer of Marines to fulfill vacancies in a command. A monitor will do his/her best to ensure that prior to issuing orders, the Marine has the time in service remaining on contract to fulfill obligated service requirements upon checking into the new command. When issuing orders to Career Marines, the monitor assumes that the Marine will extend or reenlist to obtain obligated time required for transfer. This is not always the case.

A Marine returning from an overseas command must have 1 year remaining on contract to be assigned to a CONUS command. If the Marine has the intention to separate from the Marine Corps from an overseas command, then the Marine must be within 90 days maximum or 10 days minimum of EAS. During this time the Marine will be assigned to a separations unit and be processed for separation. Hawaii and Alaska are considered overseas for this purpose. The obligated service required upon transfer from a CONUS command

to another CONUS command is 2 years prior to transfer. (Ref: MCO P1300.8R Enlisted Assignments Policy)

Career enlisted Marines in receipt of PCSOs issued by MMEA who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When Marines state they no longer desire to extend or reenlist, the CMC (MMEA) will be promptly notified, i.e., within ten days of the date the orders are received at the command reporting unit level. Career Enlisted Marines who do not extend/reenlist in order to qualify for re-assignment will sign the following page 11 SRB entry: *"I have been assigned reenlistment eligibility code RE-30. Reason: I will not reenlist/extend to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose to/not to submit a statement."* Career enlisted Marines in a deployment-designated FMF unit, that have an EAS which will occur during the next deployment of that unit, will be afforded the opportunity to extend/reenlist in order to have the required obligated service to participate in the entire deployment. Should these Marines express a desire not to extend/reenlist, they notify the

When issuing orders to Career Marines, the monitor assumes that the Marine will extend or reenlist to obtain obligated time required for transfer.

CMC (MMEA) no later than 90 days prior to the scheduled deployment. A signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA and MMSB).

The Promotion Manual states that Career Marines who possess a reenlistment code of RE-30 with a Draw Case Code (DCC) of AY, will not be considered for promotion. MCO P1400.32B (Enlisted Promotion Manual), Chapter 1. According to the Retention Manual, Career Marines who have previously refused to extend/reenlist to obtain the obligated service necessary to execute PCS or deployment orders will be considered on a case-by-case basis. If the Marine accepts similar orders, the RE-30 code may be removed. MCO P1040.31 (Enlisted Career Planning and Retention Manual), Chapter-4.

Once a Marine separates from the Marine Corps with a reenlistment code of RE-30 and attempts to come back into the Marine Corps they will have the opportunity to do so on a case-by-case basis. A review of the Marine's record will be completed by CMC MMEA, and a determination will be made. The Marine may be allowed to join the reserves from Active Duty, and the RE-30 code will have no impact. As Career Marines, we need to remind ourselves of our commitment to the Marine Corps. In a Promotion Warrant it states, *"...and this appointee is to observe and follow such orders and directions as may be given from time to time by superiors acting according to the rules and articles governing the discipline of the Armed Forces of the United States of America."*



General Hagee awarding the Purple Heart to GySgt Heath.

In the Oath of Enlistment the Marine states that, *"I, Motivated Marine* do solemnly swear (or affirm) that I will support and defend the constitution of the united states against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice; so help me God."

The enlistment contract every Marine signed states, "Many laws, regulations, and military customs will govern my conduct; and require me to do things a civilian does not have to do. The following statements are not promises or guarantees of any kind. They explain some of the present laws affecting the Armed Forces which I cannot change but which Congress can change at any time. An enlistment is more than an employment agreement. As a member of the Armed Forces of the United States, I will be required to obey all lawful orders and perform all assigned duties.

An enlistment is more than an employment agreement. As a member of the Armed Forces of the United States you will be required to obey all lawful orders and perform all assigned duties. Those Marines that are responsible for ensuring the needs of the Marine Corps are being met will do their best to never issue a set of without the consideration of three factors; interest of the Marine Corps, within policy and fairness to others.



By GySgt Cabral
Enlisted Career Counselor, HQMC



Maradmin 260/03 released 3 June 2003 announced that MCI 7200 would be discontinued effective 22 June 2003, and be replaced by the revised MCI 8200 SNCOADEP that will appear in MCTFS as SNCO Advanced DEPF (8200) with a service school code of T3K.

This Maradmin stated that MCI 8200 satisfies the distance education PME requirements for GySgts. This change will be reflected in a forthcoming change to the Enlisted Promotion Manual to fulfill the PME requirement for selection to 1stSgt and/or MSgt.

STOP LOSS STOP MOVE HAS TERMINATED

Operation Iraqi Freedom entered a new phase that has reduced the need for large numbers of Marine forces. On 12 May 2003, Maradmin 228/03 was published to announce the termination of the Stop Loss/Move policy, which was established on 7 January 2003. The Marine Corps ended the Stop Loss/Move policy because it is no longer required to meet current operational requirements. Stop Loss was implemented to maintain personnel stability as the Corps deployed forces to accomplish assigned missions during Operation Iraqi Freedom. As of 8 May 2003, the Marine Corps had 3,389 active component Marines past their End of Active Service (EAS) dates who were on the stop loss. After a review of The Stop Loss/Move policy, it was found that the policy was no longer necessary to achieve the Marine Corps goals or objectives.

Marines located in the continental United States (CONUS) and Hawaii were allowed to begin separating within 90 days of the date the Maradmin 228/03 (12 May 03). Those forward deployed Marines who are assigned to I MEF, 15th MEU, 26th MEU and units participating in the UDP program will remain on stop loss until their unit returns to CONUS or Hawaii. They will separate no later than 90 days after their return from deployment. The 90 days after return to CONUS before separation is designed for Marines to undergo their final physical, attend transition training, coordinate the details associated with moving to another location and exhaust accrued leave prior to separation.

It is not uncommon for Marines to have significant leave balances. The recent pace of operations throughout the Corps has limited the opportunities for use of accrued leave. In these cases, they have three options concerning the leave they have earned. First, they may use it prior to separation. Second, Marines may sell back up to 60 days of leave during their time in

the Marine Corps. Lastly, Marines may combine the first two options. For instance, a Marine with a positive leave balance of 50 days may elect to take 30 days of separation leave, and sell back the remaining 20 days. If the Marine has sold 20 days in the past, he or she may only sell back an additional 40 days.

Some Marines had orders affected by the Stop Loss/Move policy. In many cases, all that was needed was the modification of detach and report dates on previously issued orders. For career Marines, these changes may require an individual to extend in order to obtain obligated service required for PCS orders.

Marines who requested and received a delay in their effective date of retirement as a result of the Marine Corps Stop Loss/Move policy, may request to retire on their originally planned date if the original date has not passed. However, requests to further delay retirement will not receive favorable consideration. Marines should submit an Administrative Action Form (AA Form)

through their chain-of-command, requesting a change to the originally requested retirement date that was assigned, before the Stop Loss/Move policy came in effect.

For Marines who desire to remain on active duty, they should consult with their unit Career Retention Specialist (CRS) as soon as possible. Opportunities for first term Marines to remain on active duty are limited to the boat spaces available. Requests for cross fiscal year (FY) extensions for first term Marines will not normally receive favorable consideration. Those requests will be looked at on a case-by-case basis and will only be considered if the Marine did not have the opportunity to reenlist due to operational commitments or negligence of the command. Opportunities for career Marines are likely to be more available because career Marines are not required to compete for a boat space.

Some Marines had orders affected by the Stop Loss/Move policy. In many cases, all that was needed was the modification of detach and

report dates on previously issued orders. For career Marines, these changes may require an individual to extend in order to obtain obligated service required for PCS orders. MCO P1300.8R (Marine Corps Personnel Assignment Policy) outlines the obligations associated with various types of moves. If a transfer is adjusted earlier or later, the incurred obligation will be adjusted accordingly. There will be other cases where requirements have changed. In those cases, MMEA/MMOA will make every effort to honor previous agreements and fulfill those commitments. There may also be cases where the original assignment no longer meets the needs of the Marine Corps, and those assignments will require close coordination with the affected Marine, their chain of command, and the appropriate monitor.

Those Marines that are permanently assigned to overseas commands with less than 12 months remaining on their contract will have several options available to them from MMEA. Those options include:

- ▶ Marines may extend within their FY to gain obligated service in order to execute PCS orders to CONUS. They may then choose to reenlist or separate upon their new EAS.
- ▶ Marines who choose not to extend and who have less than 12 months obligated service will be issued orders back to CONUS 90 days from their EAS for separation and processing purposes.
- ▶ Marines who were held past their rotation date (RTD) and cannot gain obligated service due to ECFCs will be handled on a case-by-case basis.

Those Marines transferring from OCONUS to CONUS will execute their orders in the following manner. RTDs will be maintained as a point of administrative reference for the staggered PCS rotation of personnel. It is the



Some Marines had orders affected by the Stop Loss/Move policy. In many cases, all that was needed was the modification of detach and report dates on previously issued orders.

intent of MMEA to rotate personnel with the most mature RTDs first. This will ensure billet turnover periods with inbound replacement personnel, to prevent a mass exodus of experienced personnel and to maintain OCONUS unit readiness with managed personnel continuity.

The Marine Corps had a mission called Operation Iraqi Freedom and did what it had to do to get it accomplished. Many Marines were asked to fulfill their obligation to the Marine Corps. Now that the mission is over, the plan to return the Marine Corps to its normal status has been published. We are one team and will continue to support each other in the future. Congratulations on a job well done, welcome back and God's speed.



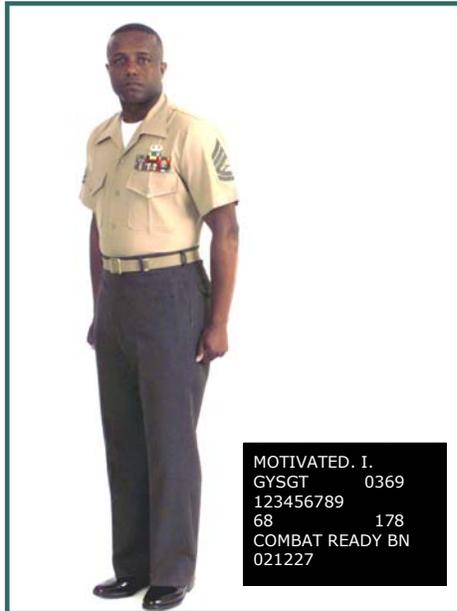
***By GySgt Cabral
Enlisted Career Counselor, HQMC***

Focus

Maradmin 294/03 announces that effective 19 June 2003, all military awards, NAM and higher will be posted in Unit Diary by CMC (MMMA) into MCTFS using Unit Diary/MIPS. Local commands will still have the ability to make changes and or additions or personal awards after this date. This change does not include unit awards and other forms not associated with a medal, which they are still required to input.

PROMOTION PHOTOGRAPHS

Marines take pride in accomplishing the mission and taking care of their own. When it comes to submitting official photos for promotion however, we are not making the cut. In 1995, over 40% of enlisted Marines failed to submit the required promotion photograph for their respective promotion boards. Maradmin 038/96 stated, "This was inexcusable on the part of both Commanders and the individual Marines." The numbers have improved in recent years; of the 61 Marines selected to SgtMaj on the CY 03 board, all had a photo submitted. For MGySgt, 111 of 113 selectees submitted a photo. It is still possible to be selected without a photo, but your odds are greatly diminished.



The promotion photograph is the portal to your record, your opening statement to the board and brings your record to life, let it represent you well.

Maradmin 497/01 states, "The purpose of the photo is to give the selection board a tool to instantly determine whether a Marine meets height/weight and personal appearance standards." The Marine's record is incomplete without a photo. When a Marine does not submit a photo, it gives the selection board reason to think that he/she may have something to hide. Digital photos should be sent at least 30 days before the convening date of the selection board to allow processing time. Hard copy promotion photos should be properly taken and then sent to Manpower Management Promotions Branch (MMPR), leaving sufficient time for the photo to arrive no later than the convening date of the selection board for which the Marine is being considered. Digital photos are good for 12 months and hard copy photos are good for 6 months. Being that the digital photos are good for 12 months, Marines that know they are going to deploy, and could be considered for the up-coming selection board should take their photo at the local CIVIC before the deployment.

A waiver of the photo can be granted for Marines that are in a combat area or a hostile fire zone. When a Marine is in this status the command needs to write a description of the Marines personal appearance. The commander will include in this description remarks concerning height, weight and body fat if they exceed Marine Corps standards. The Marine's appearance, posture and grooming should be mentioned in the written description. All information that is required on the standard photo by the order should be annotated in the commander's description. Officers will submit their own photo. The commander may submit documentation of height and weight; however, this must be submitted via the eligible officer for their endorsement per current policies and regulations.

Maradmin 463/01 announced the implementation of the digital photo, which is good for multiple boards within a 12-month period. Manpower Management Support Branch (MMSB) will not accept digital photos from individual Marines. Effective 1 October 2001, commands must submit photos with the appropriate information per the IRAM on the title board to MMSB. Currently MMSB is reviewing a means to provide individuals with confirmation of receipt of the digital photo via Marine on Line. The photo is stored in the Official Military Personnel File (OMPF). In the meantime, you can review the receipt of a photo by visiting the (MMPR) website.

The photo should be taken with the left shoulder forward and the Marine at a ¾ view. The prescribed uniform for male and female Marines is the service Charlie uniform, without cover. It should be known that Female Marines will wear a skirt per the IRAM, and if pregnant they have the option of the maternity uniform.

Females not in the appropriate uniform IAW the IRAM are sometimes selected, but board members wonder why the Marines are not reading the applicable Marine Corps Orders. Marines that require a display of body fat percentage must have the photo pre-certified by the senior leadership of the command. The wearing of an inconspicuous wristwatch and or ring is authorized. Eyeglasses, when worn, will be conservative in appearance. Regulation earrings are optional for females per current uniform guidelines. There is a change coming for the IRAM in order to match the information in Maradmin 463/01.

Maradmin 066/03 allowed the submission of official photographs for deployed Marines. Marines should be in the utilities uniform minus the utility blouse. The title board will include the word deployed across the top as well as all other required information. These photos should be

taken against a plain background.

This Maradmin was published for deployed Marines that do not have access to their Charlie uniform.

Hard copies of promotion photographs, should be mailed to President (specific board), Headquarters U.S. Marine Corps Harry Lee Hall (MMPR2), 17 Lejeune Road, Quantico, VA 22134-5104.

It is important for commanders to ensure their Marines are educated with regards to this important responsibility. General C.C. Krulak, former Commandant of the Marine Corps stated it best: *"Don't let the lack of a photo make you less competitive for promotion."*



By GySgt Fuller

Enlisted Career Counselor, HQMC

HUMS AND THE EFM PROGRAMS

The Marine Corps recognizes that Marines have families and those families are important and support us in what we do everyday. Many of us rely on our family members to bear the home burdens while we deploy and keep a stabilized home front. But what about when our family members need us? When it's more than a day off because one of the children has a sore throat? That is where the Marine Corp's Family Readiness Program comes into the picture. When a Marine needs time to take care of his family, more time than is available through annual leave, there are programs in place to give the Marine the time he needs and access to the facilities required to address his family's needs.

HUMANITARIAN ASSISTANCE PROGRAM (HUMS)

The Humanitarian Assistance Program is governed by MCO P1000.6G (ACTSMAN Par 1301) and is designed to provide assistance to Marines and their families when they need it most. Humanitarian situations are situations where current conditions are more severe than those normally encountered by Marines and their families in the course of military service.

Generally we provide assistance in the form of a period of permissive TAD, humanitarian transfer, or humanitarian discharge, if necessary. If approved for a period of permissive TAD, a Marine is not granted any entitlements for that area. It is strictly at no cost to the government and the Marine is basically there to provide the family with the assistance that the Marine's presence affords.

If you think a Marine may be in need of assistance, you should research the opportunity and submit a request. Some situations where an individual *might* qualify for humanitarian assistance are:

- ▶ A situation of such severity as to present a personal problem that is more severe than those normally encountered by Marines and their families in the course of military service.
- ▶ A hardship that occurred or was aggravated as a result of the Marine beginning the initial term on service, subsequent to the date of the last reenlistment.
- ▶ A Marine has already made every effort to solve the personal problem by taking leave; corresponding with social services agencies in the locale of the hardship; filing

dependency applications and registering allotments for financial support to immediate families; seeking legal assistance at the present duty station; and seeking medical treatment for family members at the present CONUS duty station.

- ▶ The problem described may be controlled or resolved to permit the unrestricted assignment of the Marine within the time frame of a normal CONUS tour (3 years).
- ▶ The problem involves the Marine's immediate family (to include in *loco parentis* and spouses family) and the individual's presence is required to alleviate or eliminate the hardship.
- ▶ Marines can be granted PTAD in the case of terminally ill family members or in situations where only the Marine's presence will aid the family situation. TAD will not be authorized by CMC where the appropriate solution to the Marine's problem can be achieved through the use of annual or emergency leave.
- ▶ The command in the local vicinity (likely an I&I) will do their utmost to verify the nature of the situation. They then report their findings back to MMEA-86.

Marines who think that their situation would rate a Humanitarian assignment should submit a package and allow HQMC to make the final determination. Packages are generated by the parent command or by the I&I closest to the Marine (if the Marine is home on leave). All packages should be routed to MMEA-86, the Humanitarian Office at M&RA, who will then route it the Marine's monitor and unit heads. Marines will be assigned a draw case code (DCC) of "AH" while assigned to a HUMS. This DCC is non-punitive, and it serves as an administrative tool to track Marines in a HUMS status.

Marines cannot reenlist while on a HUMS, as the Marine received a reenlistment code of RE-3C. In order for a Marine who is currently serving on a HUMS to reenlist, the Marine must submit a naval message to CMC Washington DC MRA, MMEA-86, stating that the HUMS situation has

been resolved or is stabilized and that he/she is once again world-wide deployable. Marines may extend while on a HUMS, however the Career Planner needs to submit a RELM doc requesting the extension and provide the additional medical documentation that supports the request.

COMMON MISCONCEPTIONS

Humanitarian assistance is not a reward, even Marines that have less than perfect records can receive humanitarian assistance if the situation warrants. However, if a Marine gets in trouble while on Humanitarian PTAD, that PTAD can be terminated even if the situation is not stabilized.

Contrary to popular belief a Marine does not need to exhaust his entire leave BALANCE before he can apply for Humanitarian PTAD, but he is expected to utilize the full, current leave PERIOD prior to beginning TAD time. When it appears that it will take more than a few months to resolve the situation, a Marine may request a Humanitarian transfer. HOWEVER, there must be a billet for the Marine at the unit he is requesting transfer to.

Humanitarian assistance is not for the individual Marine. If a Marine is sick and needs to be stationed in a different location, he will either be transferred by service record or receive orders from his PMOS monitor.

GOOD TO KNOW INFORMATION

If a Marine is at their parent command and their humanitarian situation is critical, authorize one-day leave so that they travel to the area in which they are needed. This allows the Marine to travel immediately should the situation deteriorate rapidly. Once in the area, have the Marine contact the local I&I for HUMS reasons. They have 15 days to forward a complete HUMS package to MMEA-86.

Marines on PCS orders OCONUS pursuing humanitarian assistance in conjunction with their emergency leave should report to the I&I closest to their home, not their previous CONUS command.

Manpower will not release any information about a Marine's HUMS package to persons not involved in the generation of the

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package. For example, if a Marine is on leave and checks into the I&I and starts the HUMS package there, we will not forward or disseminate any detailed information about the contents of the package.

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Humanitarian assistance is used to get immediate assistance for transfers whereas EMPF is used for future assignments.

Marine's who have family members with situations that cannot be resolved within one tour (36 months or less) should enroll their family members in the Exceptional Family Member (EFMP) program. This program generally stabilizes the humanitarian situation.

The Exceptional Family Member Program (EFMP) is a program governed by MCO P1754.4A. It assesses, documents and codes the medical and educational needs of the Marine Corps Family. By identifying families with special needs and maximizing the provision of quality services needed, the quality of life provided to the Marine Corps family is enhanced while meeting the mission of the Marine Corps. Marine sponsors are required to enroll their family members who qualify, regardless of how severe the need is. The severity of the need is classified into four categories 1-4 (1 being the least and 4 warranting the greatest need.)

The EFMP program is designed to ensure that the Marine is stationed in a geographical location where his family members special needs can be met. This information is visible to the Marine's monitor and has no adverse impact on a Marine's career. Enrollment of a family member in the EFMP program does not make the Marine non-deployable.

Sponsors need to visit the Family Services Center to start the enrollment process. Once a member is enrolled, they cannot disenroll

themselves. The only way to be taken out of the program is by returning to Family Services and submitting the necessary paperwork. Marines must remember to update their EFMP status every three years on their family member. This is required to ensure that their Marine Corps knows if the situation has been upgraded or downgraded. This is especially critical when a Marine is receiving a new assignment.

During the assignment process, MMEA-86, (the humanitarian monitor) acts as a liaison between your monitor and the Exceptional Family Member coordinator. When the Marine comes up for orders and has family members enrolled in the program, MMEA-86 makes contact with the EFMP coordinator.



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MMEA-86 will determine, based on the diagnosis the coordinators have on file, if services are available for the Exceptional Family Member in the area that the monitor is trying to slate the Marine to. If services are available, MMEA-86 will route the information back to the monitor stating that there are adequate services

available. If it comes back that the Marine's family member cannot receive the necessary support in that area, then the process starts over until the assignment needs and the services available match.

Know your Marines and look out for their welfare." The Marine Corps has taken this principle to the next level. We know the Marine's family is an extension of the Marine. The Marine Corps also recognizes that in order for a Marine to give the 110% required to be an effective warrior, he needs to know that his family members have access to the care they require - especially while he/she is deployed half a world away.



**By MSgt Horn
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MMEA-64

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We have still not decided all the topics for the next newsletter. We would like to hear from you regarding what you may wish to know more about. Feel free to send us your suggestions by email.

Fitness Report Submission Table (Including Change-7 to PES/MCO 1610.7E)			
CURRENT GRADE	ACTIVE	RESERVE	ACTIVE RESERVE
SGT	March	September	September
SSGT	December	September	September
GYSGT	June	September	September
1STSGT & MSGT	June	September	September
SGTMAJ & MGYSGT	September	May	June
WO AND CWO	April	October	October
2 ND LT	January & July	April	N/A
1 ST LT	October & April	October	October
CAPT	May	September	June
MAJOR	May	September	June
LTCOL	May	June	June
COL	May	July	July
BGEN	June	June	N/A

In our previous issue, we had an error in the fitness report submission dates for Colonel, the above table is the corrected version.

MCMAP DEADLINE



Maradmin 537/01 stated...

The immediate goal of MCMAP is to have all Marines, both active and reserve, trained to tan belt by end of FY-03.

The long term goal is to have every infantryman, grade appropriate, trained to brown belt, other combat arms Marines trained to green belt, and all other Marines trained to gray belt by the end of FY-04.



All Marines are required to be Tan Belt certified by 1 October 2003.

Comments and suggestions regarding this newsletter to GySgt Payne at payneas@manpower.usmc.mil